

Freedom of Information Act (FOIA) Request Form

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Instructions for Completing the Freedom of Information Act (FOIA) Request Form

Purpose: This form is used to obtain records under the South Carolina Freedom of Information Act

Who completes the form? Any person seeking review or copies of public records.

Instructions:

- 1. Fill out the top portion of the form by providing complete contact information. We may contact you to obtain additional information necessary to fulfill your request. Please provide a telephone number and email address where you can be reached between 8:30am to 5:00 pm EST, Monday through Friday.
- 2. Provide as much information about the desired documents as possible.
- 3. Read and sign the Family Privacy Protection Act Statement.
- 4. Submit the completed form by email, fax or mail.

Fee Schedule:

1.	Search Fee	Employee's hourly rate plus benefits
	Redaction Fee	
3.	Copies	
	Black and White	Commercial Rate
	Color	